Multi-source Feedback

The MSF is created by the trainee who conducts a self-assessment and chooses raters from a range of grades, one of whom must be her/his current AES.

The AES completes 3 elements of the MSF:

1. To rate the trainee as AES

Go to *My Trainees* from the main menu then under *Rate Others*, select *Validate WBAs / MSFs*. You will also see an alert/link on your dashboard.

Complete the form and sign off.

2. To review the MSF as AES

The trainee will be able to submit the full MSF when the required number of raters has submitted their forms.

You will receive the trainee's personalised consolidated feedback chart. The first part shows the trainee's self-rating compared with her/his ratings.

As AES you can open details about the raters. Click on the raters area for any competency to see more detail.

The second part shows a list of the nominated raters and anonymised feedback.

3. Meeting with the trainee and sign off

As AES you should meet with the trainee to present the feedback and discuss the results and you may wish to prepare for this in advance.
You can award one overall outcome from three choices.

WBA

If you act as a rater for WBAs, you will be alerted on your dashboard when a WBA is ready for your validation.

Alternatively, click Menu / *My Trainees* / *Validate WBAs / MSFs*.

The trainee may have already populated many of the fields.

Rater feedback - add your written comments in one or more boxes (mandatory field)

Ratings –click *N = Not assessed/observed / D = Development required / S = Satisfactory / O = Outstanding.*

Global summary – click whether the trainee was below, at or above their training level.

Sign off

View Portfolio

Click My Trainees / As Assigned Educational Supervisor / Trainee / Portfolio tab

Different areas of the trainee's portfolio can be viewed through a series of filters.

In the *Viewing* drop down box select an area to view.

EITHER use the *Custom Date Range* – click the checkbox and select a custom *from* and *to* period

OR select a *Time period* – click the drop down box to choose a pre-established period

Your selections will determine the evidence displayed in the area below.

View Topics and Progress in Portfolio

You will see a list of syllabuses the trainees has been working to.

- Click the down arrow to see syllabus topics and evidence.
- Click on the numbered WBAs or Evidence to see a list of the evidence in a new window
- Click again on the down arrow to open up each piece of evidence
- Click the checkbox to see all syllabus topics
- Only the AES can award outcomes:: *Grey – not started; Yellow – in progress; Green – Satisfactory; Red - Unsatisfactory*.

View Evidence in Portfolio

View:

- Click *Other Evidence*
- You will see number of assessments by selected period; assessments done / validated by a consultant rater; average time taken for validation by all raters (ideally < 28 days); bar chart of the global ratings of each assessment - you can scroll along the timeline.

Use the drop down arrows to open each evidence type.

View the eLogbook in Portfolio

The eLogbook report displays the procedures recorded by the trainee by specialty with numbers at different supervision levels.

- Click on *Other forms/eLogbook*
- Use the scroll button at the side to move up and down the report.

Messages

You can send, receive, save drafts, create folders and view conversations.

Compose a new message:

- Click the orange button. In the *To* box, the system will search for people as you type or you can select users.

Folders:

- File messages under different headings – Name the folder and click *Create Folder*. Go to the inbox, select the message by clicking the tic box, select the folder name in the drop down box and click the green *Move To Folder button*.

Message threads

- You can filter conversations with a person by choosing the person from the drop down box. You can also continue the conversation from here.

The full step by step guide is on the ISCP website / Help

https://www.iscp.ac.uk/home/getting_started.aspx

ISCP
INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

AES
Pocket Guide
to v10

View your Dashboard

Login or Click Menu / Dashboard / Notices

To be an AES, your trainee must select your name in a placement and submit the placement to the TPD.

The menu displays numbers of items against different areas. Your dashboard displays **Alerts** / **Notices** / **Warnings** – actions according to priority with hyperlinks.

My trainees

Click Menu / My Trainees / *As Assigned Educational Supervisor*

From here you can access all your trainees and carry out AES functions.

3 tabs organise your trainees into **Current**, **Historic** and **Future**.

Colour-coded boxes indicate the trainee's status with required actions. Hover for help text.

Click on the area showing the trainee details. This leads to a trainee summary page.

Click on the tabs at the top of the summary page to go to view trainee Placements / Learning Agreements / Portfolio / Messages.

Placement tab

Clicking on the placement tab will show placements (these should be validated by the TPD). Click on an individual placement row to open placement details.

Learning Agreement tab

The LA is in 4 meeting stages, each must be signed off before the next is available.

Learning Agreement

Objective setting meeting

The LA supports the appraisal meetings you have with your trainee.

The LA form can be completed at the same time while you are together but should not interfere with the meeting itself.

Alternatively the trainee can complete the form following the meeting for you to check and amend if necessary. The following should be completed

- Meeting date (use the date selector)
- Actions required to meet Learning Objectives – open each of the drop down boxes and fill in according to your discussion. These boxes are only prompts and not all need to be completed.
- Trainee comments
- AES comments
- Sign off together in trainee or AES account (the party whose not the account holder will need to input their password) OR separately.

Interim Review

This meeting should occur at the mid-point of the placement to check on progress.

Add:

- Meeting date (use the date selector)
- Topics and Progress – click on the down arrow to open syllabuses and look at pieces of evidence mapped to topics. You can award outcomes to topics in the square for Outcome. Click on one of the outcomes. Satisfactory is set at the standard for the training year.

- Actions required to meet Learning Objectives – open each drop down box to make comments against what was set out in Objective Setting.
- Comments – complete the mandatory question about any causes of concern
- Sign off as before

Final Review

This meeting occurs towards the end of the placement to review progress.

- Meeting date (as before)
- CS report – There is a mandatory requirement for at least one CS Report in order to be able to sign off.
- Topics and Progress (and award outcomes as before)
- Comment (including causes of concern)
- Sign off

AES Report

Your report is key to the ARCP and your statement should summarise the trainee's progress as demonstrated by portfolio evidence.

Add:

- Report date
- Topics and Progress outcomes
- Your overall statement including causes of concern
- LA outcome (one of 3)
- Sign off